FERST

RISK | RESPONSE | TRAINING

EMERGENCY PROCEDURES MANUAL

NORTH BUILDING

6 Brindabella Circuit

Brindabella Business Park

Canberra Airport, Pialligo, ACT 2609

NOTE: The validity period for this emergency plan (Emergency Procedures Manual) and evacuation diagrams should not exceed 5 years AS 3745-2010 Section 2.2 (d).

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6 Brindabella Circuit

Brindabella Business Park

Canberra Airport, Pialligo, ACT 2609

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Abbreviations

Note: Not all of these abbreviations will be necessarily found in this document.

ABDC Australian Bomb Data Centre

AED Automated External Defibrillator

AS Australian Standard

BCA Building Code of Australia

BGA Break Glass Alarm

BOM Bureau of Meteorology

DDA Commonwealth Disability Discrimination Act 1992

ECO Emergency Control Organisation

ECP Emergency Control Point

EMP Emergency Management Plan

EPC Emergency Planning Committee

EPM Emergency Procedures Manual

ERT Emergency Response Team

EWIS Emergency Warning and Intercommunication System

EWS Emergency Warning System

FDI Fire Danger Indicator

FDR Fire Danger Rating

FIP Fire Indicator Panel

HVAC Heating, Ventilation and Air Conditioning System

IED Improvised explosive device.

MCP Manual Call Point (Red)

OHS Occupational Health and Safety

PAS Public Address System

PEEP Personal Emergency Evacuation Plan

SDS Safety Data Sheet

VESDA Very Early Smoke Detection Apparatus

WHS Work Health and Safety

WIP Warden Intercom Point

Glossary of Terms

Note: Not all of these terms will necessarily be found in this document.

Alert Tone — A sound broadcast throughout premises to indicate the detection of an abnormal situation. Usually described as a "Beep Beep Beep" sound and may also include automated verbal announcements.

Area Warden - A person who, during an emergency, assumes control over a floor, area, or zone. Usually identified by the wearing of a yellow coloured helmet, hat, cap, tabard, or vest. (This role can be interchanged with Floor Warden).

Armed Offender — A person who is the possession of an offensive weapon or instrument.

AS3745 — Australian Standard 3745 (2010) Planning for emergencies in facilities.

AS4083 — Australian Standard 4083 (2010) Planning for emergencies — Health care facilities.

Assembly Area - The designated place or places where people assemble during an evacuation.

Bomb Threat — A written, or verbal threat delivered via phone, email or post threatening to place an explosive device at a time, date, or place, or against a specific person.

Break Glass Alarm (BGA) - A manual device that can be activated to raise an alarm in the building and notify occupants and Fire Brigade that an emergency has occurred.

Chief Warden - The person selected to take control of the Emergency Control Organisation. Usually identified by the wearing of a white coloured helmet, hat, cap, vest, or tabard.

Competent Person — A person who has acquired through training, education, qualification, experience, or a combination of these, the knowledge and skill enabling him/her to correctly perform the required task.

Deputy Chief Warden - A person selected to assist the Chief Warden or take control of the emergency when the Chief Warden is not onsite. Usually identified by the wearing of a white coloured helmet, hat, cap, vest, or tabard.

Emergency Coordinator — A term used under AS4083 to reference the Chief Warden (AS3745).

Emergency Control Organisation (ECO) - A person or persons appointed by the emergency planning committee to direct and control the implementation of the facility's emergency response procedures.

Emergency Control Point (ECP) - An appropriate location from which the Chief Warden can establish control, communication, and coordination, and liaise with the Emergency Services.

Emergency Door Release - White or Green break glass panel that will open electronically locked doors on nominated paths of egress. These devices will not activate the buildings installed occupant warning system alarms.

Emergency Lighting - A battery powered lighting system that will automatically illuminate in the event of a mains power failure. Lighting will stay illuminated for up to 2 hours.

Emergency Officer - A term used under AS4083 to reference the Wardens (AS3745).

Emergency Plan - The written documentation of the emergency arrangements for a facility generally made during the planning process. It consists of the preparedness, prevention and response activities and includes the agreed emergency roles, responsibilities, strategies, systems, and arrangements.

Emergency Planning Committee (EPC) - An organisation consisting of members responsible for the development, implementation and maintenance of the emergency plan, emergency response procedures, appointing members to the Emergency Control Organisation and related training, in accordance with Australian Standard AS 3745:2010 Planning for emergencies in facilities.

Emergency Services — Police, Fire Brigades, Ambulance and the State Emergency Services.

Emergency Warning and Intercommunication System (EWIS) - A combined emergency warning and intercommunication system that facilitates both-way communications and control during an emergency.

Emergency Warning System (EWS) — A warning system that sounds like an alarm throughout the workplace on activation of smoke alarms, fire sprinkler or break glass alarm.

Evacuation Diagram — Floor plans that show the layout of the site (with correct orientation for the installed location), where emergency equipment is located, the external assembly areas, emergency egress paths and exits gas and electricity main shutoff points. Standard procedures, location address and emergency contact numbers are also included.

Evacuation Exercise – A procedural trail exercise designed to test and review ECO response to an emergency at the site. It should include all staff (including staff on shifts). The results of each evacuation exercise must be documented, and any issues reviewed to ensure the emergency management plan and procedures are appropriate.

Evacuation Tone - A sound broadcast throughout a premise to indicate that leaving the area or premises and proceeding to an assembly area is warranted. Usually described as a "Whoop Whoop Whoop" sound and may also include automated verbal announcements.

Facility (ies) - A building or group of buildings, structure(s) or workplace(s) that is, or may be, occupied by people (occupants).

Fire Danger Index (FDI) - The Fire Danger Index is not the same as the Fire Danger Rating. Fire Danger Index are expressed as number ranging from 0 to 200. When a Fire Danger Index reaches 50 the conditions are considered as severe; when conditions reach 75 the conditions are considered as extreme.

Fire Danger Ratings (FDR) - Fire Danger Ratings are issued during the bush fire danger period. Fire Danger Ratings (FDR) gives an indication of the consequences of a fire if one were to start. The higher the fire danger, the more dangerous the conditions.

Fire Indicator Panel (FIP) - A Fire Indicator Panel displays the location of an alarm activation, controls alarm systems and enables isolation of zones. Upon activation the Fire Indicator Panel will send a signal to notify the occupants of the building and the Fire Brigade.

First-attack Firefighting Equipment – Portable fire extinguishers, fire hose reels and fire blankets, which are used to fight fires in their early stages.

First-response Emergency Equipment – Resources, such as automatic external defibrillators (AEDs), spill kits and first aid kits, which are used to address various emergency scenarios in their early stages.

Floor Warden - A person who, during an emergency, assumes control over a floor, area, or zone. Usually identified by the wearing of a yellow coloured helmet, hat, cap, tabard, or vest. (This role can be interchanged with Area Warden).

Health Care Facility – A Hospital, nursing home, residential care or other facility that provides health care services.

Impaired Person – A person with physical, intellectual, cognitive, or sensory impairment, either temporary or permanent, who requires assistance during an emergency evacuation.

MIMIC Panel - A MIMIC Panel repeats information displayed on a Fire Indicator Panel. MIMIC panels may be installed throughout areas of a building to enable people to minimize response times to identify the detector and zone activated creating activating an alarm. A MIMIC panel is a signal repeater and has no control over the main FIP operation.

Occupant/visitor with a disability - As per the Commonwealth Disability Discrimination Act (DDA) 1992 an occupant/visitor with a disability is a person who requires:

- More time or different forms of communication, compared with other occupants, to respond to an emergency; or
- Assistance to respond to an emergency or evacuate from a facility.

This also includes an associate of a person with a disability as defined in the DDA, or a companion animal.

PEEP (Personal Emergency Evacuation Plan) - An individualised emergency plan designed for an occupant with a disability who may need assistance during an emergency.

Refuge - An area on a floor or area that is specifically designed to protect people from heat, smoke, and toxic gases and which provides direct access to an exit.

Safe Place — A place of safety within or in the vicinity of a building, structure or workplace which is not under threat from an emergency and from which people are able to evacuate to an advised assembly area if necessary.

Safety Data Sheet (SDS) - A document that describes the properties and uses of a substance, that is, identity, chemical, and physical properties, health hazard information, precautions for use and safe handling information.

Supplementary Plans — Plans that augment the specific responses described in the emergency plan, with information about patient dependency, the types of hazards prevalent in a particular work area/ward or specific responses necessary in relation to particular hazards or emergencies.

Very Early Smoke Detection Apparatus (VESDA) — A laser-based smoke detection system employing air sampling for smoke detection.

Warden - A person or persons who, during an emergency, assists as requested the Area or Floor Warden in the safe evacuation of their floor or area of responsibility. Usually identified by the wearing of a red coloured helmet, hat, cap, tabard, or vest.

Warden Intercom Point (WIP) - The location on a floor or evacuation zone, that includes a handset provided through which instructions can be received from the intercommunication panel via the emergency intercom system.

SECTION ONE - OVERVIEW

Introduction

Purpose of the Manual

This emergency response procedures manual has been developed for the occupants of **NORTH BUILDING, 6 Brindabella Circuit** located at **Brindabella Business Park, Canberra Airport, Pialligo, ACT 2609.**

The emergency response procedures contained herein are outcomes of the emergency identification process and are listed in the contents section. The emergencies that may impact the facility are not limited to these procedures, as unanticipated emergencies may arise that require an emergency response. These procedures should be considered as flexible guidelines to address the initial response to a range of situations and emergencies.

This manual outlines the procedures and duties of members of the Emergency Control Organisation and general occupants in an emergency pending the arrival of Emergency Services personnel.

This document is written in accordance with the requirements of AS3745-2010 Section 4 – Emergency Response Procedures.

Revision and Updates

AS 3745-2010 requires that the Emergency Planning Committee tests the emergency response procedures at least annually and ensures revisions are logged and all reproductions updated accordingly.

(Refer to Appendix I – EPM Revisions & Updates Register)

Distribution

A copy of this document will be distributed to all EPC personnel. Sufficient information from the emergency response procedures shall be distributed to members of the ECO to enable them to carry out their required duties and sufficient information shall be distributed to facility occupants to explain the actions they are to take with regard to an emergency. A record of distribution shall be kept by the EPC.

(Refer to Appendix J – EPM Distribution List)

Site Profile

Site Name/Address:	**NORTH BUILDING** **6 Brindabella Circuit** **Brindabella Business Park** **Canberra Airport, Pialligo, ACT, 2609**
Building Type	Commercial Offices
Number of Levels:	Eight Basement – Level 6
Building Construction:	Concrete/Glass
Number of Lifts:	Four + One Goods Lift
Carpark location:	Secure Carpark in Basement Public carparking external to site
Staff Numbers:	1,000 Approx
Nominated Business Hours: **NOTE:** Staff may be onsite outside these hours	7.00am to 6.00pm **Monday to Friday Excluding Public Holidays**
Nominated ECO Hours: **Note:** Outside of these hours, occupants on site are to follow After Hours Procedures.	7.00am to 6.00pm **Monday to Friday Excluding Public Holidays**

Emergency Contact Numbers

Chief Warden		
Building Management **Canberra Airport Group**	0449 252 153 0436 353 281 0407 299 629	**Property Manager Senior Property Manager Manager - Property Management**
Emergency Services Fire/Police/Ambulance	**000**	
ACT Police Assistance Line	13 14 44	
National Security Hotline	1800 123 400	
Access Canberra	13 22 81	
Poisons Information	13 11 26	
Sharps Hotline	13 22 81	
ACTEW Electricity	13 10 93	
Evoenergy Natural Gas	13 19 09	
ICON Water/Sewerage/Stormwater	6248 3111	(Option 1)
Nearest Hospitals	6244 2222 or 5124 0000	**The Canberra Hospital Garran**
	6201 6111	**Calvary Public Hospital Bruce**
State Emergency Services (ACT)	13 25 00	
Fire Service Provider	6297 2022	**O'Neill & Brown Fire Services**
Fire Monitoring Provider	1300 360 575	**ADT**
Security Provider	0411 696 082	**After Hours Superintendent**
Lift Maintenance Company	1300 362 022	**Kone Elevators**

In the event of any emergency, phone **"000"** or contact the Chief Warden

SECTION TWO – EPC/ECO

Emergency Planning Committee & Emergency Control Organisation

Emergency Planning Committee (EPC)

In accordance with AS3745 – 2010 an Emergency Planning Committee shall be formed by the person or persons responsible for the facility. Depending on the nature of the facility, the EPC may be formed either for an individual facility, or a group of **facilities**. The **EPC** shall be appropriate for the facility.

At least one member of the EPC shall be a competent person. A competent person is "one who has acquired through training, education, qualification, experience, or a combination of these, the knowledge and skill enabling him/her to correctly perform the required task.

The EPC shall meet at least annually. A record of EPC meetings shall be made and retained in accordance with relevant legislative requirements.

The EPC shall be responsible for the development, implementation and maintenance of the emergency plan, emergency response procedures and related training. Refer AS3745-2010 Section 2 for a detailed description of the duties of the EPC.

Identification

ECO members shall be identifiable using coloured caps.

Maintenance of the Emergency Control Organisation (ECO)

It is the responsibility of the Emergency Planning Committee to ensure that the register of ECO members is current and readily available. An up to date register of all ECO members shall be kept at the Fire Indicator Panel (FIP).

(Refer to Appendix B – ECO Team Register)

ECO Selection

The Emergency Planning Committee has appointed an ECO for this building in accordance with AS3745 – 2010 – Section 5 - Selection Criteria for ECO members.

NOTE: ECO members, including nominated deputies, shall attend a skills retention activity at intervals not greater than 6 months AS3745 – 2010 – Section 6.5.1.1 – ECO skills retention and WHS ACT 2011.

Emergency Control Organisation (ECO) (Cont.)

Responsibilities of ECO (Pre-Emergency)

The primary role of members of the ECO is to give top priority to the safety of the occupants and visitors of the facility during an emergency. Life safety shall take precedence over asset protection during an emergency. AS3745 – 2010.

Chief Warden and Deputy Chief Warden (WHITE IDENTIFICATION)

The Chief Warden and Deputy Chief Warden are appointed by and responsible to the Emergency Planning Committee.

The actions to be undertaken by the Chief Warden prior to an emergency event shall include, but not be limited to:

- Maintain a current roster of ECO members.
- Replace ECO personnel when a position becomes vacant.
- Conduct regular exercises.
- Ensure the emergency procedures are kept up to date.
- Attend training and emergency exercises, as required by the Emergency Planning Committee.
- Ensure personal ECO identification is available.

The Deputy Chief Warden shall assume the responsibilities normally carried out by the Chief Warden if the Chief Warden is unavailable, and otherwise assist as required.

The Chief Warden and Deputy Chief Warden should not be simultaneously absent from the building during nominated ECO hours. If both the Chief Warden and Deputy Chief Warden are offsite simultaneously than after hours procedures take place.

Communications Officer (WHITE IDENTIFICATION)

- Ensure personal proficiency in operation of facility communication equipment.
- Maintain records and logbooks and make them available for emergency response.
- Ensure that ECO members are proficient in use of the facility communication equipment.
- Ensure that emergency communication contact details are up to date.
- Attend training and emergency exercises, as required by the EPC.

Emergency Control Organisation (ECO) (Cont.)

Responsibilities of ECO (Pre-Emergency)

Area Warden (YELLOW IDENTIFICATION)

- Confirm sufficient Wardens for area of responsibility.
- Coordinate the completion of PEEP documentation.
- Report on deficiencies of emergency equipment.
- Ensure that wardens have communicated the emergency response procedures to all occupants within their nominated areas.
- Coordinate safety practices (e.g., clear egress paths, access to first attack equipment and disposal of rubbish) by wardens throughout their area of responsibility.
- Attend training and emergency exercises, as required by the Emergency Planning Committee.
- Ensure personal ECO identification is available.

Wardens (RED IDENTIFICATION)

- Ensure that all occupants are aware of the emergency response procedures.
- Carry out safety practices (e.g., clear egress paths, access to first-attack equipment and disposal of rubbish).
- Ensure personal ECO identification is available.
- Attend training and emergency exercises, as required by the Emergency Planning Committee.

General Occupants (Staff)

General Occupant Responsibilities include:

- Being familiar with their emergency response procedures,
- Being aware of who the Area Wardens and Wardens are and their location.
- Reporting incidents and emergencies to the Area Wardens/Wardens.
- Participating in training and exercises as required.

Emergency Control Organisation (Cont.)

Responsibilities of ECO (Post-Emergency)

The actions taken by the ECO after an emergency should include, but not be limited to, the following:

Chief Warden

- When the emergency incident is rendered safe or the Emergency Service returns control, notify the ECO members to have occupants return to their facility, as appropriate.

- Organise a debrief with ECO members and, where appropriate, with any attending Emergency Services.

- Compile a report for the Emergency Planning Committee and management.

Area Warden and Wardens

- Compile a report of the actions taken during the emergency for the debrief.

Note: the re-entry and post-emergency actions should be done in collaboration with the facility owners, managers, occupiers, and employers.

Colour Coding of Emergencies

Where a colour code is used for a specific emergency, the following colour codes shall apply:

EMERGENCY	COLOUR CODE
FIRE/SMOKE Signifies the possible detection of fire or smoke	Red
EVACUATION Signifies the need to partially or fully evacuate the facility. Evacuation involves the movement of residents, staff, and other personnel.	Orange
BOMB THREAT Signifies a bomb threat received either in writing, by phone or finding a suspect object.	Purple
INTERNAL EMERGENCY Signifies an internal emergency including the failure of vital internal services, a hazardous substance incident, or structural damage or flooding.	Yellow
PERSONAL THREAT Signifies an armed holdup or personal threat to themselves or others.	Black
EXTERNAL EMERGENCY Signifies an external disaster that may impact on the facility.	Brown
MEDICAL EMERGENCY Signifies a medical emergency/cardiac arrest.	Blue

Colour codes for emergencies in a facility, other than those listed, shall not be used as they may lead to confusion.

SECTION THREE - CODE RED/ORANGE

Procedures in the event of a Fire/Alarm Activation

Discovery of a Fire

In the event of detecting **any** outbreak of fire/smoke you should:

- Attend to the human life in danger if safe to do so.

- Alert other staff nearby and request assistance. Telephone or send a runner to advise the Chief Warden.

- Raise the building alarms if it is safe to do so, by activating a Red Break Glass Alarm (BGA) located   **On the Fire Indicator Panel (FIP) and throughout the building.**

- Telephone ACT Fire & Rescue, by **dialing 000** if it is safe to do so and advise of the location and status of the emergency.

- Where the fire involves an electrical appliance or machine, switch off at the power point and remove the cord if safe to do so.

- Evacuate the area closing, but not locking, any door behind you so as to slow the progress of the fire and contain the smoke.

- Commence evacuation of the area directing occupants to leave via the nearest safe exit and proceed to the assembly area.

- The assembly area is located as follows: **On The Sports Oval**

- Refer to the evacuation diagrams installed on site for a pictorial location of the assembly area.

- Occupants/visitors with a disability should be assisted from the building or assembled in a safe place, attended to by a member of the ECO and their location reported to the Chief Warden.

Note: If other persons are present, you should obtain their assistance to carry out these actions simultaneously. The primary duty of any occupant is **not to combat the fire** but to ensure as far as practicable and to the best of their ability, the safety of themselves and others. General occupants with current skills in the use of extinguishers or other equipment may attempt to extinguish the fire but only if safe to do so.

Chief Warden Procedures

Procedures on notification of a fire or on activation of an Alert tone:

Note: An alarm on the Fire Indicator Panel activates the **ALERT** Tone. Upon activation occupants are to **EVACUATE** the building.

- Collect white hat, mobile phone, necessary keys, and the Incident Log Record Checklist.

(Refer to Appendix A – Chief Warden Incident Log Record)

- Ensure ACT Fire & Rescue have received the alarm by **dialing 000** or designate a staff member to do this and advise of the name and location of the building and status of the emergency if known.

- Proceed immediately, via a safe route to the Emergency Control Point (ECP) at the Fire Indictor Panel (FIP) located in the **In the Main Foyer entrance on the ground level** to meet with the Deputy Chief Warden. Determine the location of the alarm by referring to area description shown on Fire Indictor Panel screen.

- The Chief Warden may dispatch the Deputy Chief Warden and a Warden to the area to investigate the cause of the alarm **(if safe to do so)**.

- Wait at the Fire Indicator Panel **(if safe)** for the Area Wardens to report back the results of their investigation.

Note: If the nature of the emergency has made the Emergency Control Point at the FIP unsafe or communication cannot be established with Floor Wardens, proceed to a **safe distance from the front of the building** and advise ECO personnel by phone before leaving your command.

- As Area Wardens report their evacuation information, maintain the Incident Log Record Checklist.

(Refer to Appendix A – Chief Warden Incident Log Record)

Establish and maintain contact with the Assembly Area Marshall and monitor the evacuee accounting status.

Note: Wait for ACT Fire & Rescue to give the "All Clear" before allowing persons back into the building then carry out **Post Emergency Procedures**.

Chief Warden Procedures (Cont.)

Post Emergency Procedures

- On arrival of the Emergency Services provide the Senior Officer with a status report and hand over responsibility for operations. Note the time of handover to the Emergency Services.

- On receipt of the "All Clear" from the senior Emergency Service Officer on scene, advise the Assembly Area Marshall of re-entry or dispersal decisions.

- Ensure that the FIP and EWIS Panels are returned to normal operation mode by the Emergency Services.

- Following several minutes after staff and visitors have returned into the building pick up the microphone inside the FIP ensure you have it correctly facing ensure the key switch is in the "**AUTO"** position press the button on the microphone and make the following PA announcement:

    "Attention Please Attention Please. ACT Fire & Rescue have resolved the alarm and the situation is now under control. Please resume normal activities." Repeat message twice.

- Following the making of the above announcement ensure the key switch is in **"AUTO"** position and ensure all functions on both the Fire Indicator Panel and Emergency Warning Intercommunication System are in the normal operation mode.

Deputy Chief Warden Procedures

Procedures on notification of a fire or on activation of an Alert tone:

Note: An alarm on the Fire Indicator Panel activates the **ALERT** Tone. Upon activation occupants are to **EVACUATE** the building.

- Put on White hat for ease of identification, collect mobile phone and proceed immediately, via a safe route, to the Emergency Control Point (ECP) at the Fire Indicator Panel (FIP) located the **In the Main Foyer entrance on the ground level** to meet with the Chief Warden.

- The Chief Warden may dispatch the Deputy Chief Warden and a Warden to the area to investigate the cause of the alarm **(if safe to do so)** and report back to the Chief Warden.

- Aid the Chief Warden as required.

- Act as a runner and convey messages as directed by the Chief Warden.

- Advise the Chief Warden by phone or ensure a runner is sent to advise the Chief Warden. With the help of Wardens, begin evacuation procedures in the emergency area by directing occupants and visitors to evacuate via a safe route away from the emergency to the assembly areas.

- The assembly area is located as follows: **On The Sports Oval**

- Refer to the evacuation diagrams installed on site for a pictorial location of the assembly area.

- In the absence of the Chief Warden, assume the role of that position and follow the procedures for Chief Warden.

ⓘ **The Deputy Chief Wardens should not have onerous control duties assigned to them in case they need to take command.**

Note: Wait for ACT Fire & Rescue to give the "All Clear" before allowing persons back into the building then carry out **Post Emergency Procedures**.

Communications Officer Procedures

Procedures on notification of a fire or on activation of an Alert tone:

Note: An alarm on the Fire Indicator Panel activates the **ALERT** Tone. Upon activation occupants are to **EVACUATE** the building.

▪ Put on White hat for ease of identification, collect mobile phone and proceed immediately, via a safe route, to the Emergency Control Point (ECP) at the Fire Indicator Panel (FIP) located the **In the Main Foyer entrance on the ground level** to meet with the Chief Warden/Deputy Chief Warden.

Follow instructions from the Chief Warden which may include:

▪ Contacting Emergency Services.

▪ Communicating with occupants and ECO personnel.

▪ Maintaining the Incident Log Record Checklist on the events that occurred during the emergency.

▪ Evacuate if/when directed to do so by the Chief Warden.

Area Wardens and Wardens Procedures

Procedures on notification of a fire or on activation of an Alert tone:

Note: An alarm on the Fire Indicator Panel activates the **ALERT** Tone. Upon activation occupants are to **EVACUATE** the building.

- Put on hats Yellow - Area Warden, Red – Warden for ease of identification, collect mobile phone and meet at the designated Warden meeting point in your area.

Note: If the Warden is unavailable, the Area Warden will nominate an assistant. If the Area Warden does not report to the meeting point, the Warden is to assume the position of Area Warden and nominate an assistant.

- Wardens are to investigate the area for signs of fire, smoke, or broken Red Break Glass Alarm (BGA).

- Instigate evacuation of the floor beginning with the area in immediate danger and then surrounding areas. **ENSURE LIFTS ARE NOT USED**.

- Be aware of alternative egress routes in case primary routes become untenable.

- Ensure all toilets, storerooms, staff rooms, etc. are checked for occupants (if safe to do so). If it is unsafe to search an area, advise the Chief Warden when the evacuation is complete.

- Assist occupants (employees) with disabilities in accordance with their Personal Emergency Evacuation Plan. Refer "Occupants/Visitors with a Disability". Assist any visitors with a disability from the building or to a fire safe area.

(Refer to Appendix E – PEEP Register & Template)

- When the area is clear, or the area becomes unsafe evacuate via the designated exits. Wardens will accompany occupants to the Assembly Area.

- The Area Warden will report to the Chief Warden by phone or in person to the Emergency Control Point (ECP) at the Fire Indicator Panel (FIP) located the **In the Main Foyer entrance on the ground level** to advise the Chief Warden regarding the condition of the area, location of any remaining occupants, including persons with disabilities/refusals to leave or areas unable to be searched.

Area Wardens and Wardens Procedures (Cont.)

- If the nature of the emergency has made the (ECP) untenable the Chief Warden may have relocated to a **safe distance from the front of the building.**

- Follow any further directions from the Chief Warden then report to the assembly area to assist.

- The assembly area is located as follows: **On The Sports Oval**

- Refer to the evacuation diagrams installed on site for a pictorial location of the assembly area.

Note: Wait for ACT Fire & Rescue to give the "All Clear" before allowing persons back into the building then carry out **Post Emergency Procedures**.

Post Emergency Procedures

- At the Assembly Area, congregate occupants and visitors together. Ask occupants and visitors if they know of anyone who is missing. Notify the Assembly Area Marshall of anyone missing.

- Ensure evacuees/onlookers do not re-enter the site until allowed by the Chief Warden or emergency services personnel.

- When/if all clear is given, coordinate the orderly movement of occupants and visitors back to the building.

- Compile a report of the actions taken during the emergency for the debrief.

General Occupants (Staff) Procedures

Procedures on notification of a fire or on activation of an Alert tone:

Note: An alarm on the Fire Indicator Panel activates the **ALERT** Tone. Upon activation occupants are to **EVACUATE** the building.

- Secure confidential materials, shut down computers etc.

- Remain where you are and await instructions from the Area Warden.

- Ensure other occupants are aware of the alarm.

- Collect small personal belongings and pair up with another occupant in order to account for each other.

- Follow the Wardens directions and announcements during evacuation.

- Do not go to other areas of the building to collect personal belongings. Do not use lifts (**If installed onsite**).

- Escort any visitors in your charge and proceed to the nearest, safe fire exit and evacuate the building.

- Proceed directly to the assembly area. Do not attempt to move vehicles parked in the car park. Do not take large items with you.

- The assembly area is located as follows: **On The Sports Oval**

- Refer to the evacuation diagrams installed on site for a pictorial location of the assembly area.

Post Emergency Procedures

- Advise the Warden at the assembly area of any staff member or visitor (you are aware of) who was present prior to the evacuation but is now missing.

- Remain at the assembly area and do not attempt to re-enter the building until the Chief Warden gives permission to do so.

Evacuation After Hours

Note: The person responsible for any onsite activity held outside of the nominated business hours must be made aware of the following emergency evacuation procedures.

If an emergency is discovered or the **Alert/Evacuation** tone sounds outside nominated **ECO hours 7.00am – 6.00pm (Mon – Fri Excluding Public Holidays)** the following procedures apply:

- Evacuate all occupants from the building immediately via the nearest, safe designated exit even if there is no evidence of fire/smoke.

- Ensure that all occupied areas have been searched and evacuated (if safe).

- Ensure the Emergency Services are aware of the emergency or have received the alarm by **dialing 000** and provide the following information:

Name of the building   North Building

Address   6 Brindabella Circuit, Brindabella Business Park, Pialligo, ACT 2609

Nearest crossroad   Pialligo Avenue

If anyone is missing (if known)

- Proceed directly to the assembly area. Do not attempt to move vehicles parked in the car park. Do not take large items with you.

- The assembly area is located as follows: **On The Sports Oval**

- Refer to the evacuation diagrams installed on site for a pictorial location of the assembly area.

- Advise the Emergency Services representative at the assembly area of any staff member or visitor (you are aware of) who was present prior to the evacuation but is now missing.

- Remain at the assembly area and do not attempt to re-enter the building until the Emergency Services representative has declared it safe to do so.

- Advise building management of the incident.

First Aid Staff Procedures

First Aid Staff are responsible for assisting in their trained capacity for the duration of an emergency either in the building or at nominated triage points at the assembly area.

Procedures on notification of a fire or on activation of an Alert tone:

- Collect portable first aid kit. Put on green hat with white cross for ease of identification.

- Report to the warden meeting point in the area and provide first aid assistance as required. Evacuate the building when directed to do so by the Area Warden.

- Accompany evacuees to the assembly area and provide first aid, as necessary.

- Set up triage points as appropriate.

- Advise Chief Warden of any injuries.

- Call for an ambulance if required by **dialing 000**.

Unconscious Persons

- If the unconscious person is not in immediate danger, call for first aid assistance and ensure a Warden or responsible person remains with them until assistance arrives.

- If the person is in imminent danger, Wardens may assume "implied consent" to move the person to a safe area. Avoid moving the person any more than necessary as the extent of their injuries may be unknown.

Occupants and Visitors with a Disability Procedures

Personal Emergency Evacuation Plan (PEEP)

A current list of the names, workplaces, and other necessary information about employees with a disability should be kept at the Fire Indicator Panel or an alternate location determined by the EPC and advised to the ECO. Suitable strategies should be discussed with those employees regarding emergency evacuation and a personal emergency evacuation plan developed for each of those persons. The Wardens should be aware of the personal emergency evacuation plan of persons in their area.

(Refer to Appendix E – PEEP Register & Template)

Refusals to Evacuate

At no time are Wardens, occupants, or persons other than Emergency Services Personnel to use physical force to remove someone who refuses to evacuate. Any physical contact with a person who seems to be in a state of extreme fear or shock may cause a violent reaction.

Procedure

Wardens who encounter a person refusing to leave shall:

- Verbally persuade the occupant to evacuate.
- Notify the Chief Warden of the person who has refused to leave and their location.
- No personnel shall re-enter the building or cleared area to retrieve people who refuse to leave.

Unconscious Persons

If the unconscious person is not in immediate danger, call for first aid assistance and ensure a responsible person remains with them until assistance arrives.

If the person is in imminent danger, Wardens may use implied consent to move the person to a safe area. Avoid moving the person more than is necessary as the extent of their injury is unknown.

Media Liaison

Media statements should be provided, released, and authorized by Building Management only. No other person should contact print or electronic media during the emergency.

SECTION FOUR – CODE PURPLE

Bomb Threats

General Information

Bomb threats are sometimes used to disrupt business or cause alarm. A bomb threat could be either a prank or a genuine warning of an impending bomb attack. The uncertainty creates a risk that cannot be ignored. Usually, bomb threats are committed by individuals seeking to create a state of alarm and confusion in an organisation.

These procedures are designed to help people respond to and deal with a bomb threat in accordance with current directions by the Australian Federal Police and Australian Standard AS3745-2010.

Because each threat is different, it is almost impossible to have a detailed procedure for each contingency. These procedures are designed to help you assess the level of the threat and, on the information available, decide on a course of action.

Types of Threats

Following the receipt of a threat the Chief Warden and the Police must consider the level of threat and decide on the appropriate action, using the bomb threat report and information obtained from building occupants and Police. Threats can be categorised into two types, neither type should be discredited, and all threats should be treated as serious. The threats should be assessed as:

Non-Specific Threat or Low Risk

A simple statement that a device has been placed – generally with scant additional information volunteered. For example, "…*there's a bomb in ya shop and it's gunna go off at three…*"

Specific Threat or Greater Risk

A more detailed warning statement that might describe the type and placement of a device, the reason or motive and/or additional, specific information. For example: "…*listen, this is the last time you will mess me about and get away with it. I have placed a beer carton full of explosives under the stairwell on the second floor. I have used an alarm clock to make that it will explode at noon today, so get out now*!!!"

Receiving a Bomb Threat

The following points provide an overview of the actions to take when a bomb threat is received.

Telephone Threats

- Keep the caller on the line as long as possible.

- Remain calm. Try to attract the attention of another occupant to listen in on the call if possible.

- Complete the Bomb Threat Checklist

(Refer to Appendix C – Bomb Threat Checklist)

- Do Not hang up the phone even if the caller has terminated the call.

- Contact the nearest Warden or the Chief Warden immediately and tell them where you are.

- Do not announce the receipt of the threat with other occupants.

- Listen carefully and use the Bomb Threat Checklist provided.

Written Threats

- Minimise further contact with the document – use tweezers if available and place the threat document (including any envelope/packaging) in a paper envelope or folder to preserve the condition and prevent contamination.

- Do not photocopy – this process could destroy valuable information.

- Contact the nearest Warden or the Chief Warden immediately and tell them where you are.

- Do not announce the receipt of the threat, with other occupants.

- If there is signs of powder or residue:

  - Isolate the letter and envelope.

  - Remove people from the immediate area.

  - Segregate all persons who have come into contact with the item.

  - Contact the Police by **dialing 000**.

Receiving a Bomb Threat (Cont.)

Digital Threats

These consist of threats sent by facsimile, e-mail, SMS text messaging, computer file, etc:

- If received via computer, print the document – do not delete the file.
- If received via SMS, ensure the threat message is not deleted.
- Contact the nearest Warden or the Chief Warden immediately and tell them where you are.
- Do not announce the receipt of the threat to other occupants.

Assessing Threats

1. Characteristics

2. Circumstance   3. Location

Characteristics	Circumstance	Location
Specific or non-specific threat? Age of the caller E.g.: Child. Physical and mental condition of the caller?	Has a threat been received previously? How many threats received previously? National threat advisory system Business or industry focussed threat?	Did the threat indicate a target location? Public area? Specific location?

Note: Current at the time of publication. See **www.nationalsecurity.gov.au** for updated threat and policy information.

Chief Warden Procedures

On Receipt of a Bomb Threat

- Contact the Police; advise them of the nature and content of the threat. Police might not attend the site. The Police will normally leave the decision to evacuate to Building Management (Chief Warden, Property Manager etc.). The Police may provide advice or make recommendations.

- Contact the building manager and advise them of the nature and content of the threat. Management may provide information of similar or past instances.

- In consultation with emergency services and management:
  - Categorise the threat as either Specific or Non-Specific.
  - Decide on course of action detailed as follows.

Evacuation Options

The Chief Warden should select a random alternative assembly area unknown to any potential aggressor.

After all of the available information has been assessed, there are four options to consider.

1. Take no further action

This may be tempting when receiving a call from an intoxicated person or children, however if the Chief Warden has the slightest doubt, then another option must be considered.

2. Discreet Search

Considered if the threat has been assessed as low risk, consists of conducting a discreet search of the premises without an evacuation of occupants. If nothing is found and there are no other significant factors, then the site can be declared safe. However, if an object is found, then an evacuation should proceed. All exits and the identified assembly area should be searched prior to dispatching evacuees.

3. Search and Evacuation

Considered if the threat is assessed as moderate but there is no reason to believe an explosion is imminent. This option consists of conducting a search of the exits and identified assembly area evacuating all occupants except essential staff and search teams, then conducting a thorough search of the building.

Chief Warden Procedures (Cont.)

4. Full Evacuation (without search)

Considered if the threat is assessed as "high risk" as in such cases as the possibility of an imminent explosion. This option consists of conducting a complete evacuation of all occupants. Prior to an evacuation, all exits should be searched, and an identified assembly area should be chosen and searched.

Limitations to Total Evacuation

There are significant safety and economic factors associated with a bomb threat that may weigh against an immediate evacuation. These are as follows:

- **Risk of injury** - *A*s a general rule, the easiest area in which to plant an object is in shrubbery outside a building, an adjoining car park or in an area to which the public has the easiest access. Immediate evacuation through these areas may increase the risk of injury. Car parks should not normally be used as assembly areas.

- **Response impairment** - Total and prompt evacuation will remove personnel who may be required to make a search.

- **Panic** - A sudden bomb threat evacuation may cause panic and unpredictable behavior, leading to unnecessary risk of injury.

## Chief Warden Procedures (Cont.)

Search Procedures

- Contact and brief Wardens of the situation

- Decide on the search area and search priorities. Copies of site maps should be provided to allow ECO to mark off cleared sections.

(Refer to Appendix K — Evacuation Diagram Base Floor Plans)

- Instruct Wardens to conduct a visual search of their designated areas including toilets, amenities and offices, and report back the results of their search in an agreed time frame.

- Restrict access to and from the building while the search is being carried out.

- At the conclusion of the search, a debrief with the Wardens should be carried out.

Search Priorities

- Area described in the threat (if applicable).

- Outside areas including evacuation assembly areas.

- Building entrances and exits and particularly paths people will use to evacuate.

- Public areas within buildings.

- Other areas (beginning at the lowest levels and continuing upwards until every floor has been searched).
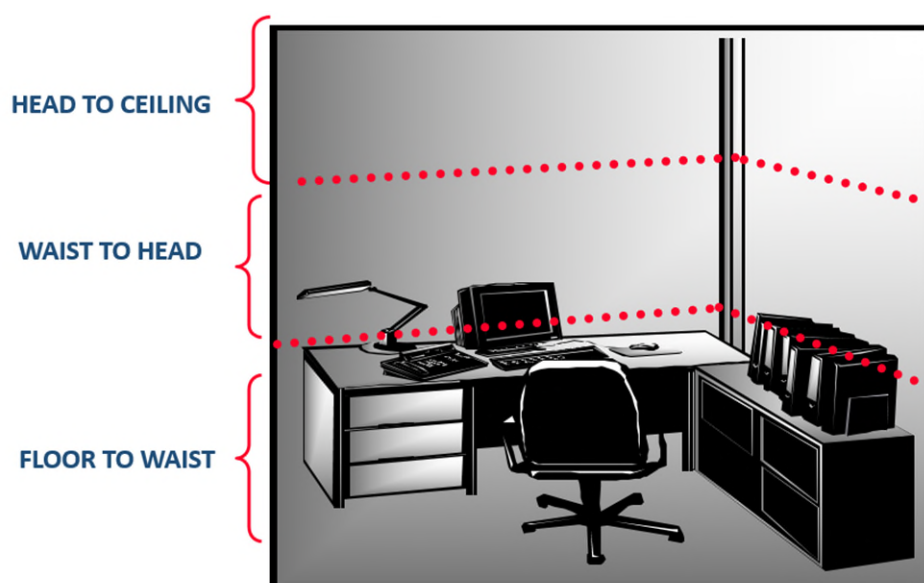
Area Wardens and Wardens Procedures

On receipt of a Bomb Threat

- Contact the Chief Warden immediately (advise your location).

- Ensure the occupants that received the threat remain calm and do not discuss the nature of the threat with other occupants.

- Ensure the Bomb Threat Checklist is completed.

(Refer to Appendix C — Bomb Threat Checklist)

Search Procedures

The Police will often request the search be conducted by building occupants. Wardens may be requested to conduct searches of their area of responsibility, as they should be familiar with the layout and items within their workplace. Identification hats **should not be worn** during this time until an evacuation is called.

Searches should be conducted using the ECO structure and methods, like clearing a floor during an evacuation. Wardens shall search sections of their area of responsibility.

ⓘ **WARNING — Mobile phones, handheld and two-way radios should not be used during any bomb search procedure.**

Area Wardens and Warden Procedures (Cont.)

Search methods – Internal

- Searches should be conducted in pairs where possible.

- Divide the floor into areas.

- Listen for unusual sounds.

- Start and finish search at a common point.

- Search the floor to waist level (under and on chairs, tables, in bins and cabinets, etc.).

- Search waist level to ceiling (behind drapes, window ledges, tops of cupboards etc.).

- Do not turn on or off any lights or switches.

- Mark searched rooms with post-it notes or draw on a site map – chalk marks on doors.

Search Methods – External

- Searches should be conducted in pairs where possible.

- Start and finish search at a common point.

- Search ground level from the base of the building out to a clear division such as gutter or wall, (check leaves, refuse, shrubbery, bins, parked cars etc.).

- Search the side of building to a reasonable height (window ledges, air conditioning units, signs, building ornaments etc.).

- ⓘ **IF A SUSPICIOUS OBJECT IS FOUND NO ONE IS TO TOUCH IT. NO ONE IS TO MOVE IT.**

On Finding a Suspicious Object

Definition

A suspicious object can be anything. It may be something that should not be there, cannot be accounted for, is out of place or is like the original threat description (if given). The following questions provide a means of assessing if an item should be considered suspect:

- Is the item unidentified?

- Is the item unusual or foreign to its environment? Is the item typical for its environment?

- Is the item obviously a bomb?

- Is the item hidden or concealed in any way?

- Has there been any unauthorised access to the area?

- Has there been a perimeter breach?

This series of questions may be remembered using the mnemonic **"HOT UP"**:

H – Hidden

O – Obviously a bomb?

T – Typical of its environment?

Has there been:

U – Unauthorised access?

P – Perimeter breach?

- Do not touch or tamper with the item.

- Ask people in the immediate area if they know.

  - Who the item belongs to?

  - Can it be accounted for?

  - Has it been seen before?

- Move people away from the immediate area, leave doors open.

- Advise the Chief Warden of description and location.

- Continue searching the remainder of the building for a possible second suspicious object.

- The Chief Warden will contact Police and initiate evacuation procedures.

On Finding a Suspicious Object (Cont.)

Assessing Threats

Do a threat assessment on the object based on the information obtained through questioning and viewing the object itself.

1. Characteristics

2. Circumstance   3. Location

Characteristics	Circumstance	Location
• Is the item unusual or foreign to its environment? • Does it fit the description of the threat? • Is there a presence of tape, wire, string, or other protrusions? • Are unfamiliar shapes, sounds and smells presents? • Is it concealed or hidden in anyway?	• Has there been a bomb threat? • Has there been a suspicious person in the vicinity of the object? • Has there been unauthorised access or a breach in the area? • Can the owner of the package be identified?	• Has the package/device been placed in a location that may target large numbers of occupants? • Is the package near an entry/exit or egress path? • Is it in an area of unrestricted public access?

- Do not touch or tamper with the item.
- Ask people in the immediate area if they know:
- Who the item belongs to?
- Can it be accounted for?
- Has it been seen before?
- Move people away from the immediate area, leave doors open.
- Advise the Chief Warden of description and location.
- Continue searching the remainder of the building for a possible second suspicious object.
- The Chief Warden will contact the Police and initiate evacuation procedures.

Bomb Threat Evacuation

Prior to any evacuation, the Chief Warden shall satisfy him/herself that all relevant egress routes and assembly areas are searched for suspect objects. If the evacuation of an area or complete evacuation of the site is ordered, the procedures are like an evacuation for a fire. However, an alternative assembly area will be identified and advised by the Chief Warden.

Area Wardens and Wardens are to:

- Direct occupants and visitors to the nearest exit and guide them to the alternative assembly area, away from the buildings. Wardens should ask staff to visually check their area for any suspicious articles as they leave their floor, room, or area.

Note: In some buildings it may be necessary to direct occupants to another floor or to use a specific exit or escape route.

- Check all areas including toilets, strong rooms, plant rooms, storerooms, and all other occupiable spaces.

- Conduct a final check of the floor to ascertain all areas are clear.

- Advise the Chief Warden the area has been evacuated. Ensure internal doors, except fire doors, are left open if possible, and that occupants do not re-enter the site.

- Proceed to nominated assembly area as determined by the Chief Warden, taking personal items with you and remain in charge of occupants until directed to return to the site.

Bomb Threat Evacuation (Cont.)

If a partial or complete evacuation of the building is ordered, the evacuation procedures are like an evacuation for a fire with the following adjustments.

- The route of evacuation may need to be changed to avoid a suspect object – ECO personnel should be advised of the location of a suspect object prior to evacuating.

- As a minimum, evacuation routes, assembly area and areas of access to the general public must be searched prior to any evacuation.

- Occupants and visitors should be requested to remove all personal belongings e.g., handbags, briefcases, shopping or carry bags when evacuating.

- Doors and windows should be kept open, not closed to lessen the impact of a bomb blast.

- Evacuation should be initiated no less than 20 minutes prior to any detonation deadline.

- Persons must not assemble in any location that is in line of sight to the building or a possible danger area.

- Building re-entry should only be considered after a thorough search has been conducted by volunteers and after consultation with police, management, and staff. Re-entry should not be initiated less than 20 minutes after the detonation deadline has lapsed.

Evacuation Priority

- Immediate area of suspicious item.

- Wing/area on which the item is location.

- Rest of the building. Cascade the evacuation rather than clearing the full building at once.

Note: The Chief Warden should remember that there may be another suspicious object in the building which was not discovered because the search was terminated. The Chief Warden should continue the search of the remainder of the building before considering re-occupation.

ⓘ **DO NOT announce the presence of a device.**

Bomb Threat after Hours

Should a bomb threat be received outside nominated **ECO hours** the recipient should report the matter to the Police, alert other occupants in the area, and prepare to evacuate the relevant parts of the building using the fire exits as directed by authorities. Do not re-enter the building until advised by Police that it is safe to do so.

The Decision to Reoccupy

Once an evacuation has been completed the Chief Warden and/or Management will decide when to reoccupy the building. If a suspicious object has been found, the Police will assume control until the object/building is declared safe. After this, the Chief Warden will assume control.

- Advise building management of the incident and outcome.

SECTION FIVE – Other Emergencies

(Codes YELLOW/BLACK/BROWN/BLUE)

CODE YELLOW – Building Services Failure

Air Conditioning Contamination

Air conditioning units have been identified as a possible delivery system for chemical and/or biological agents. Air-conditioning units can also transfer external contaminated air (i.e. external smoke, gas leaks etc.).

On noticing an unusual odour and/or particle discharge:

- Advise building management of the incident.
- Building Management will arrange for shutting down of the air conditioning systems immediately, even if the contamination is minimal.

Burst Water Main/Gas Leaks/Lift Failure/Structural Damage

- Contact Building Management and advise them of the incident.

Solar System Incidents

PV Isolation Switch procedure is located **In Red Box near FIP.**

As the number of solar PV systems in Australia increases, the potential for the occurrence of solar-related fires also increases. The presence of solar PV systems on rooftops have been projected to increase the probability of a building fire due to problems with electrical wiring and components necessary to install a solar PV system.

The most likely cause of solar-related fires is due to electrical component failures associated with solar PV installations. Isolators and inverters are the main causative agents in solar-related fires. Risks can increase after a severe storm or flood.

Solar PV system fires are classified as electrical fires. Other causative agents of solar-related fires included electrical wiring and the main switchboard.

It is beneficial for building management to have a diagram next to the inverter displaying the location of DC wiring throughout the building.

A diagram will reduce the risk of electrocution for attending fire services personnel and will also be helpful for installers or electricians performing maintenance on the solar PV system.

CODE BLACK – Personal Threat

Armed or Unarmed Hold-up Procedures

ⓘ **WARNING: -Occupants or visitors should not place themselves in jeopardy under any circumstances.**

Either a lone offender or a group of offenders may perpetrate an armed intrusion. Circumstances may exist where the evacuation of the occupants may inadvertently place occupants in danger e.g., into the path of a violent intruder. Where circumstances warrant a **"Lockdown"** of sections, or rooms of a building, to protect staff and others it may be necessary for the following procedures be implemented.

If confronted by an armed or unarmed hold-up intruder remember **CODEA:**

- **Calm** - Try to remain calm and avoid staring directly at the intruder or any weapon.

- **Obey** – Follow any instructions, do what you are told, nothing more and do not volunteer information. Do not take any action to excite the intruder. Hand over cash/valuables on request – if possible, coins first followed by notes.

- **Descriptio**n - Take a mental note of descriptive information, include:
    - Head – hair, complexion, eyes, scars, facial hair, speech.
    - Body – build, shirt, arms, tattoos, weapons.
    - Legs – pants, shoes.
    - Exit – height, direction of travel, vehicle.
    - Write down your observations, before your memory is influenced by others. Complete the Offender Check List.

(Refer to Appendix D – Armed Intruder/Offender Checklist)

- **Evidence** - Secure any areas where they stood or touched. Do not allow anybody in the area and ensure that no one leaves until the police arrive.

- **Alarm** - If it is safe to do so and you can, contact the Police by **dialing 000**, keep the line open. When possible, without placing yourself in danger, leave the building.

After the Intruder has departed

Secure **ALL** areas where they stood or touched. Do not allow **ANYBODY** in the area and ensure that no one **LEAVES** until the Police arrive. Write down your **OBSERVATIONS**, before your memory is influenced by others.

- Exclude all members of the media from the facility and allow only authorised person to make statements.

Chemical, Biological Incident

A chemical incident may result from an accidental spillage of cleaning substances through to a deliberate chemical agent release.

Biological hazards are a potential source of harm or danger, particularly bacteria or viruses that affect humans, animals, food crops and water supplies. Biological agents have varying degrees of effect and lethality.

A chemical or biological attack or incident will not always be immediately apparent as many agents are colourless and odourless and some cause no immediately noticeable effects.

- If suspected contact Building Management and advise of the incident.

White Powder Threat

The most common chemical/biological threat is the "white powder" mail incident where a quantity of white powder is found in a mail item or left onsite.

Procedure

If you receive a suspicious package that may contain hazardous material and HAVE NOT OPENED IT.

- Place the item in a plastic bag and seal it.
- Place all items in a second plastic bag and seal that also.
- Stay in your office or immediate work area. This also applies to co-workers in the same room. Prevent others from entering the area and becoming contaminated. Remember you are not in immediate danger.
- Contact the Chief Warden and advise:
  - Your exact location.
  - Number of people potentially exposed.
  - Description of the package/device.
  - Action taken e.g., package covered/area isolated.
  - Description of the package/device.
  - Action taken e.g., package covered/area isolated.
- Keep your hands away from your face to avoid contaminating your eyes, nose, and mouth.
- If possible, without leaving your work area, wash your hands.

- Wait for help to arrive.
- If suspected contact Building Management and advise of the incident.

Procedure

If you receive a suspicious package that may contain hazardous material and HAVE OPENED IT.

- Do not disturb the item any further. Do not pass it around. If any material has spilt from the item, do not try to clean it up, or brush it from your clothing.

- If possible, place an object over the package without disturbing it such as a garbage bin. Avoid further handling. If you have touched the substance, keep hands away from nose, mouth, and eyes. Wash your hands and any exposed skin as soon as possible.

- Stay in your office or immediate work area. This also applies to co-workers in the same room. Prevent others from entering the area and becoming potentially contaminated.

- If there is a strong/overpowering odour, move to an adjoining room closing all doors and windows and stay in that area until help arrives.

- Contact the Chief Warden and advise:

  - Your exact location.

  - Number of people potentially exposed.

  - Description of the package/device.

  - Action taken e.g., package covered/area isolated.

- Keep your hands away from your face to avoid contaminating your eyes, nose, and mouth.

- Advise a Warden or the Chief Warden.

- Notify the Police by **dialing 000**.

- Priority is to confine and quarantine. If the substance has been touched, ensure those people are separated from others and if available washed or showered. Clothes should be quarantined for analysis.

- If suspected then contact Building Management of the incident and outcome.

- The area is to be kept clear until the arrival of Emergency Services. Instigate evacuation procedures if necessary, ensuring occupants avoid the affected area.

Chemical, Biological Incident (Cont.)

Chemical Spills

Preliminary

Hazardous substances are stored on site in accordance with Work Health & Safety Standards.

Safety Data Sheets (SDS) for each of these hazardous substances are kept on site. These sheets detail the chemical and physical properties, health hazard information, precautions for use and safe handling information for each hazardous substance.

Procedure

Should a chemical spill or hazardous substances incident occur:

- If suspected contact Building Management and advise of the incident.
- Clear the affected area of personnel.
- Personnel contaminated with chemicals must be decontaminated for at least 15 minutes (emergency shower) and taken for medical examination
- Administer first aid.
- Cordon off area, prevent unauthorised access and do not allow any ignition sources or electrical equipment to be operated in the immediate vicinity if required and safe to do so.
- **Dial 000** to advise ACT Fire & Rescue if the spill is of a significant size the substance is unknown or highly flammable/explosive/poisonous.

Civil Disturbance

Incidents of civil disturbance include protests, demonstrations, etc. and can occur either spontaneously or be pre-arranged events. Rarely is advanced notice given to management of the organisation of protests, but where notice is given, an action plan should be devised by the Chief Warden and Management in order to restrict contact with the building occupants.

The ECO should be mindful of possible diversionary tactics by demonstrators to mask criminal activity.

- Contact Building Management and advise them of the incident.

Hostile Intruder/Active Armed Offender

Because of the dynamic and unpredictable nature of hostile intruder incidents there is no best practice or recommended response action that owners and operators can build into their plans, arrangements, and training activities. The primary objective of any initial response planning should be to minimise the offender's access to vulnerable targets. Therefore, strategies should be developed that are aimed at evacuating or isolating people or the offender.

Chief Warden and Deputy Chief Warden Procedures

During a hostile intruder incident, the primary response objectives may include, if safe to do so:

- Saving and Protecting Life.
- Contact Emergency Services by dialing 000.
- Immediately contact Building Management.
- Coordinate Evacuation (if safe to do so).

ESCAPE, HIDE, TELL

ESCAPE: Your priority action should be to remove yourself and others from proximity to the offender/s, or areas that they might reasonably access.

HIDE: If you do not believe you can safely evacuate, then you may need to consider sheltering in place. Constantly re-assess the situation and your options based on the best available information.

TELL: The more information you can pass on to the Police or owners and operators the better, but **NEVER** at the risk of your own safety or the safety of others.

- Contain the Incident if safe to do so
- Supporting Emergency Response Activities as directed

Lockdown Procedure

In some situations, such as a hostile intruder, it may not be appropriate to evacuate occupants from the building. Where the threat is **INTERNAL** a **"Lockdown"** procedure should be implemented.

NOTE: All Internal threats require Lockdown procedures be carried out.

- Contact Building Management and advise of the incident.

Lockout Procedure

In some situations, such as an armed or unarmed intruder, suspicious person in the vicinity, civil disobedience, severe weather where the threat is **EXTERNAL** it may not be appropriate to evacuate occupants from the building. In these circumstances a **"Lockout"** procedure should be implemented.

NOTE: All External threats require Lockout procedures be carried out.

- Contact Building Management and advise of the incident.

CODE BROWN

Bush Fire

From 1 September 2022, Fire Danger Ratings **(FDR)** will be simpler and easier to understand. The new Australian Fire Danger Rating System was developed using the latest science and research to be more accurate and relevant.

There are four rating levels – Moderate, High, Extreme and Catastrophic. They tell you the consequences of a fire if one was to start. Each level has clear calls to action, to make it easier for you to know what to do.

In the event of a bush or grass fire, evacuation of the facility may be necessary. The Bush Fire Danger Period has been identified by the Rural Fire Service (RFS) as the six months between 1 October and 31 March, however this may vary in some areas due to local conditions.

In preparing for the high-risk period, refer to ESA website

Note: Refer to **esa.act.gov.au** or **www.rfs.nsw.gov/newfdr** for updated threat and policy information.

Earthquake or Building Damage

Structural damage to the building can result from a number of events such as severe storms, earthquake, fire, internal failure, or collision. Most buildings in Australia can withstand a certain amount of damage without placing occupants at risk.

- Contact Building Management for further advice.

CODE BLUE

Medical Emergency

Medical emergencies may arise as either minor or major incidents requiring action ranging from the administration of simple first aid through to the resuscitation of an unconscious person who is not breathing and has no pulse.

Procedures:

- Contact the First Aid Officer for the area.

- **Dial 000** request assistance and provide the following information:

Name of the building   North Building

Address   6 Brindabella Circuit, Brindabella Business Park, Pialligo, ACT 2609

Nearest crossroad   Pialligo Avenue

- Have someone remain with the injured person until help arrives.

- Based on their training, the first aider should render assistance to the injured and make them comfortable and remain with the person until arrival of the ambulance.

- If the injury has resulted from a fall, do not move the person until the arrival of the ambulance, as the extent of injuries may be unknown.

- The first aider will remain with the injured person until the arrival of the ambulance.

- Ensure a clear path of access to responding emergency services personnel.

- ⓘ **WARNING: If the incident has caused the death or serious injury to a person then the scene of the incident must not be disturbed.**

SECTION SIX - BUILDING

Building Profile and Alarms

Emergency Systems Overview

Fire Indicator Panel

The Fire Indicator Panel is in **the Main Foyer entrance on the ground level.**

The Fire Indicator Panel displays the location of the alarm activation, controls alarm systems and enables isolation of zones. A bell/strobe light is located external to the building which will also notify the tenants and ACT Fire & Rescue of the location of the alarm.

NOTE: An alarm on the Fire Indicator Panel activates the **ALERT** and **EVACUATION Tone** throughout the building.

Building Occupants are to **EVACUATE** on activation of the **ALERT Tone.**

Monitoring

The fire system for this site is monitored. On activation of the alarm system, the Fire Indicator Panel will send a signal to notify ACT Fire & Rescue.

Emergency Warning Intercommunication System (EWIS)

The Emergency Warning Intercommunication System is located **next to the Fire Indicator Panel.**

The EWIS system consists of two tones the **ALERT Tone** (BEEP BEEP BEEP) that is activated automatically to advise occupants of a possible emergency and the **EVACUATION Tone** (WHOOP WHOOP WHOOP) that is activated after a pre-set time including a voice speaking advising occupants to evacuate the building.

The EWIS allows the Chief Warden to confirm the existence of an emergency with the ECO and occupants prior to evacuation.

The Chief Warden can, on confirmation of the need to evacuate the building activate the **EVACUATION** Tone manually.

Emergency Systems Overview (Cont.)

Communication

A Public Address System is available from the EWIS by use of the handheld microphone. During an emergency, communication among the ECO will be via this public address system.

Verbal communication (in person), mobile phone or internal phone may also be used.

It must be noted however that the internal phone system is not a failsafe means of communication during a fire emergency. Mobile phones or two-way radios cannot be used during a bomb threat situation.

Warden Intercom Point/Phone (WIP)

WIP are located near fire exits on each floor and are RED phones that can be used to relay messages to and from the Chief Warden located at the Emergency Control Point (ECP).

ONLY lift the handset if it rings, or you can confirm an emergency and on completion of evacuating staff from the floor area.

Emergency Control Point (ECP)

The primary ECP is located **at the Fire indicator Panel.** Should the primary ECP become untenable, the secondary ECP shall be located at a safe distance from the front of the building.

Note: As the P.A function on the EWIS is used for other situations ensure the key switch is returned to **'Auto"** position to allow ancillary building functions to operate.

Detection Systems

Smoke Detectors

Smoke Detectors are located throughout the building and are linked to the Fire Indicator Panel.

These detectors are designed to detect particles that are the result of combustion.

When activated a smoke detector will initiate an alarm at the Fire Indicator Panel which then sends a signal to activate the **ALERT Tone** throughout the building.

Thermal Detectors

Thermal Detectors are located throughout the building and are linked to the Fire Indicator Panel.

These detectors are designed to detect an increase in heat consistent with a fire.

When activated a thermal detector will initiate an alarm at the Fire Indicator Panel which then sends a signal to activate the **ALERT Tone** throughout the building.

Break Glass Alarms (BGA)

Red Break Glass alarms (Manual Call Points) are located throughout the building.

This is a manually activated form of detection. When initiated, an alarm will send a signal to ACT Fire & Rescue.

Suppression Systems

Sprinklers

Sprinklers are located throughout the building.

They are designed to activate at a fixed temperature rating, activating individually when they reach the set temperature. Sprinklers are an 'active system' as they not only detect a fire, but also activate to suppress the fire with water sprays.

Activation of a sprinkler will register an alarm at the Fire Indicator Panel and sound the **ALERT Tone** throughout the building. The Sprinkler Control Valves are located **4 Brindabella Circuit External Plant Room**

Fire Hose Reels:

Fire Hose Reels are designed to reach every area on the floor and are located throughout the building.

Fire Hose Reels are operated by turning the control valve anti-clockwise, un-reeling the hose, opening the nozzle, and directing water at the base of the fire.

Hydrants

Fire Hydrants are located throughout the building and are a connect points for use by attending ACT Fire & Rescue to tap into the area water supply when onsite.

The attending firefighters would attach a hose to the hydrant prior to opening the valve to allow a powerful flow of water, to assist in quenching the fire.

If additional pressure is required, the hose from the hydrant would be connected to the attending fire engine so that a powerful on-board pump would boost the water pressure. Most fire hydrant valves are not designed to throttle the water flow; they are designed to be operated full-on or full-off.
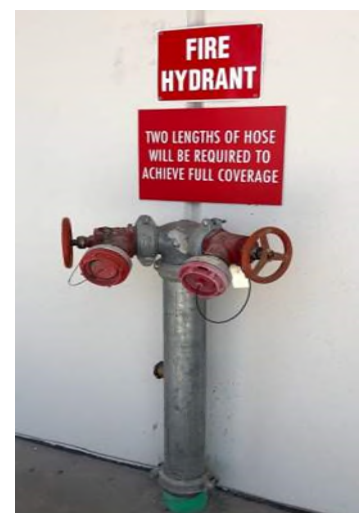
Life Safety Systems

Extinguishers

Dry Chemical Powder (DCP), Carbon Dioxide CO2 extinguishers and Fire Blankets are located throughout the building.

(DCP)　　　　　　　**(CO2)**　　　　　　　**(Fire Blanket)**

(Refer to Section 7 - First-Attack Firefighting Equipment)

Emergency Exits

Fire stairs provide emergency egress from the building.

Fire rated stairs are a safe area in case of a fire in the building.　Doors on internal fire stairs are rated to withstand fire for up to 2 hours.　Fire stairs are located on each floor.　Emergency lighting is installed within the fire stairs.

Local ordinances and the National Construction Code govern regulations for the use of these stairs.　Fire stair doors shall not be obstructed at any time, nothing is to be stored in the stairwell at any time and the doors must remain closed and not held open by any object or device other than prescribed emergency door release devices.
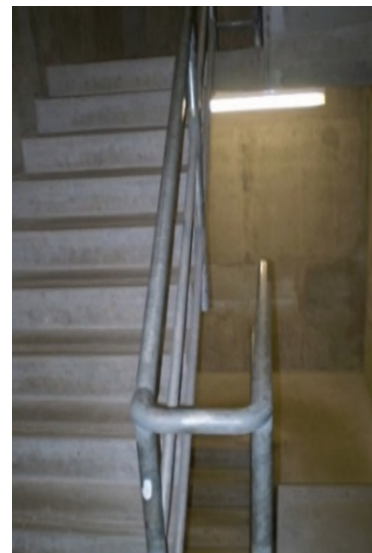
Life Safety Systems (Cont.)

Fire/Smoke Doors

Smoke/fire doors are installed in some areas of the building and are held back by electro-magnetic hold open devices.

On activation of the fire system, the hold open devices will release allowing the doors to close and provide compartmentation of the area, thus inhibiting the flow of smoke to adjacent areas.
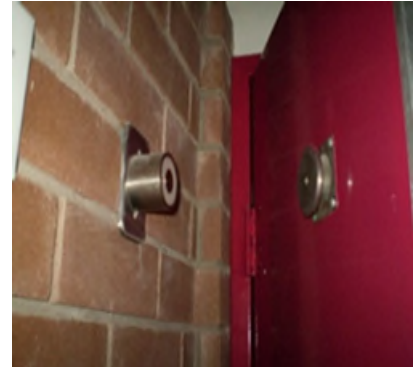
Emergency Exits

Emergency exits are in the building and lead to open space.

All emergency exits are clearly indicated by illuminated exit signage.

Emergency Lighting

Illuminated Emergency Exit lighting is installed at every designated emergency exit. These lights are always on. Spitfire lights are installed throughout the building and will automatically illuminate in the event of a mains power failure.

EXIT LIGHT

SPITFIRE LIGHT

Note: All emergency lighting has a limited battery endurance.

Life Safety Systems (Cont.)

Restricted Access

Security access to restricted areas is gained via swipe cards and security locks.

These areas have free to go egress on activation of the fire alarm system. When exiting the external doors, these doors will lock to prevent entrance back into the building.

Master keys are required to re-enter the building via the external doors following any evacuation.

SECTION SEVEN – PREVENTION & TRAINING

Training & Emergency Response Exercises

To ensure ECO personnel and occupants are prepared for an onsite emergency, training in the emergency response procedures relevant to their position, shall be conducted with all occupants of a facility in accordance with AS3745 - 2010 Section 7 and state legislation. Training shall be conducted or supervised by a competent person(s).

A program of site-specific emergency response exercises shall be developed for the facility to determine the effectiveness of the emergency response procedures and highlight any deficiencies in the procedures.

All areas of a facility shall participate in at least one emergency response exercise in each 12-month period. All occupants shall take part unless the EPC grants a written exemption prior to the exercise. Training records must be maintained and available to view on request for audit purposes.

Note: As per AS3745-2010, annual compliance training program as a minimum consists of:

▪ Chief warden training

▪ Warden training sessions (2 x 6 monthly sessions)

▪ Building evacuation

▪ Fire awareness & extinguisher use

▪ General staff training

(Refer to Appendix G – Annual Training Compliance Record)

An Observers Checklist shall be used to collect information during the exercise. A debriefing session shall be held immediately after the exercise and a report shall be forwarded to the EPC noting any deficiencies in the exercise that were identified at the debriefing session.

(Refer to Appendix F – Trial Evacuation Observers Checklist)

First-Attack Firefighting Equipment

Fire Extinguishers

Whilst all occupants should become familiar with the type of fire extinguishers provided and their locations, only personnel who are trained in the use of extinguishers should attempt to fight the fire.

The following extinguishers can be found throughout this facility.

Extinguisher	Identification	Extinguishing Method
Dry Chemical Powder (DCP)	White Band	Smothering – Non-electrically conductive
Carbon Dioxide (CO2)	Black Band	Smothering – Non electrically conductive

Classification of Fire

Fires are classified according to the fuel type and presence of electricity. The fire classification and best method of extinguishing are detailed in the following table:

Class	Fuel	Examples	Extinguishing Method
A	Common combustible solids	Wood, paper, plastics, textiles etc.	Cooling
B	Flammable liquids	Petrol, paint thinners, kerosene etc.	Smothering
C	Flammable gases	LPG, Natural Gas	Starving
D	Combustible metals	Magnesium, Iron shavings	Special inhibiting agents
(E)	Electrically involved fires	Live electrically equipment	Smothering
F	Fats and Oils	Deep frying oils	Smothering

First-Attack Firefighting Equipment Usage Chart

FIRE EQUIPMENT USAGE CHART

TYPE OF EXTINGUISHER Colour scheme AS 2444	A Wood, Paper & plastic	B Flammable & Combustible liquids	C Flammable gasses	E Energised Electrical equipment	F Cooking oils & fats	COMMENTS Refer Appendix A of AS 2444
WATER	YES	NO	NO	NO	NO	Dangerous if used on flammable liquid, live electrical equipment and cooking oils.
FOAM	YES	YES	NO	NO	LIMITED	Dangerous if used on electrical fires.
DCP POWDER AB(E)	YES	YES	YES	YES	NO	Special powders are available specifically for various types of metal fires (seek expert advice).
CO2 CARBON DIOXIDE	LIMITED	LIMITED	NO	YES	NO	Generally not suited for outdoor use. Suitable only for small fires.
WET CHEMICAL	YES	NO	NO	NO	YES	Dangerous if used on electrical fires.
VAPORISING LIQUID	YES	LIMITED	LIMITED	YES	NO	Check the characteristics of the specific extinguisher.
FIRE HOSE REEL	YES	NO	NO	NO	NO	Ensure you maintain a path of egress between you and the nearest safe exit. DO NOT USE NEAR ELECTRICAL EQUIPMENT
FIRE BLANKET	NO	NO	NO	NO	YES	Use as a blanket to wrap around a Human Torch. REPLACE AFTER EVERY USE.

NOTES:
- Limited indicates that the extinguisher is NOT the agent of choice for the class of fire, but will have LIMITING extinguishing capabilities.
- Class D fires (involving combustible metals) use only special extinguishers and seek expert advice.

REFERENCED: Australian Standards AS 2444 - Portable Fire Extinguishers and Fire Blankets.

SECTION EIGHT - APENDICIES

Appendices

Appendix attachments are included to all for storage notes, records and other information that is required to demonstrate compliance in meeting obligations under AS3745-2010 and WHS Act 2011.

The information collected during live events and stored in this Emergency Procedures Manual should also be used as part of the annual Emergency Planning Committee meetings.

Documents included are as follows:

Appendix A – Chief Warden Incident Log Record

Appendix B – ECO Team Register

Appendix C – Bomb Threat Checklist

Appendix D – Armed Intruder/Offender Checklist

Appendix E – PEEP Register & Template

Appendix F – Trial Evacuation Observers Checklist

Appendix G – Annual Training Compliance Record

Appendix H – Verification of System Elements (AS1851)

Appendix I – EPM Revisions & Updates Register

Appendix J – EPM Distribution List

Appendix K – Evacuation Diagram Base Floor Plans

NOTE: The following Appendix's A to L are included in an Attachment with this manual in word format for use by the Chief Warden and members of the site Emergency Planning Committee (EPC).

Appendix A – Chief Warden Incident Log Record

Incident Type:	

Date:	**Start Time:**	**Finish Time:**

Areas Involved:	
Cause of Incident/ Evacuation?	
Did the Emergency Services attend? Time of handover.	
Name of responder received handover?	

Report and Comments	
Each Area:	
In the exits:	
At the Assembly Area:	
What worked well?	
What needs reviewing?	

Contact Details:			
Name:	**Area:**	**Phone & Email:**	**Position:**

Appendix B – ECO Team Register

Area	Position	Name	Contact Number
	Building Manager		
	Chief Warden		
	Deputy Chief Warden		
	Area Warden		
	Warden		
	Warden		
	Area Warden		
	Warden		
	Warden		
	Area Warden		
	Warden		
	Warden		
	Area Warden		
	Warden		
	Warden		
	First Aid Officer		
	First Aid Officer		
	First Aid Officer		

Appendix C – Bomb Threat Checklist

REMEMBER: KEEP CALM – DON'T HANG UP THE PHONE.
Signal for a second person to call Chief Warden/Management

EXACT WORDING OF THE THREAT:

QUESTIONS TO ASK THE CALLER:
What is it?
When is the bomb going to explode or when is the substance going to be released?
Where did you put it?
What does it look like?
When did you put it there?
How will the bomb explode or how will the substance be released?
Did you put it there?
Why did you put it there?

CHEMICAL BIOLOGICAL THREAT:
What kind of substance is it?
How much of the substance is there?
How will the substance be released?
Is the substance a liquid, powder, or gas?

BOMB THREAT QUESTIONS:
What type of bomb is it?
What is in the bomb?
What will make the bomb explode?

CALLERS VOICE:	THREAT LANGUAGE:
Accent (Specify)	Well Spoken
Speech impediment (Specify)	Incoherent
Voice (loud, soft etc.)	Irrational
Speech (fast, slow etc.)	Taped
Diction (clear, muffled)	Message read by caller
Manner (Calm, emotional, laughing etc.)	Abusive
Did you recognize the voice?	If so, who do you think it was?
Was the caller Male/Female?	Approx. Age?
Other	

BACKGROUND NOISES:
Street Noises
House/Building noises
Aircraft/Cars
Music
Machinery/Other
Local/STD

Other Information:		
Time of call:	Time call ended:	Phone number of caller:
Name of person receiving call:		
Person reported to and time:		
Other:		

Appendix D – Armed Intruder/Offender Checklist

INCIDENT REPORT DETAILS – To be compiled immediately after the incident.

Organisation:	Completed by:	Location of Incident:
Time of Report:	**Day of Report:**	**Date of Report:**

INCIDENT SUMMARY – What has happened. Who, What, Where, When & How

Incident:
Who:
What:
Where:
When:
How:
Timeline of events leading to the filing of this report:
Time and event:

VEHICLE DETAILS

Registration:	Make:	Model:	Colour:
OTHER DETAILS:			

Please complete the following page of this report.

Appendix D – Armed Intruder/Offender Checklist (Cont.)

To be compiled immediately after an incident. A separate form is required for each person/offender. Place a tick as applicable. If answer is unknown, write "UK" against the heading. Do not consult others during compilation. The Chief Warden will collect forms and hand to Police.

SUSPECT/PERSON OF INTEREST DESCRIPTION

NAME or NICKNAMES USED (if known):						
APPROXIMATE AGE:		**HEIGHT:**		**SEX:**	**MALE:**	**FEMALE:**
ACCENT:		**ETHNIC ORIGIN:**			**WEIGHT:**	
SCARS/MARKS/FACIAL HAIR:						
TATTOOS:	Scars	Moustache/Beard Facial Hear			Skin Discolouration, describe location fully	
COMPLEXION:	Fair	Dark	Pale	Fresh	Pimply	Raged	Suntan
BODY TYPE:	Thin	Medium	Stout	Overweight	Tall	Nuggety	Short
VOICE:	Clear	Thick	Loud	Slangy	Accent	Stutter	Familiar
HAIR:	Colour	Crewcut	Straight	Bald	Curly	Wavy	Thick Long
TEETH:	White	Good	Bad	Coloured	Missing	Protruding	Unevenly Spaced
WALK:	Quick	Springy		Limp	Slow		Pigeon Toed
EYES:	Colour	Size		Squint	Stare		

EARS:		LIPS:		NOSE:	
Size		Size		Size	
Shape		Shape		Shape	
SPECTACLES:	Colour	Shape		Tinted	Brand	Thick Glass
POSTURE:	Erect	Stooped		Slouchy		Fidget
HANDS:	Size	Hairy	Soft	Callused	Nails Missing	Deformed Fingers
CLOTHING:	Hat	Shirt	Coat	Trousers	Dress	Skirt
	Shoes	Jewellery		Labels/Tags Pictures on Clothing		Gloves

METHOD OF OPERATION	METHOD AND DIRECTION OF ESCAPE

1. Write a detailed account of:
   a. What the offender said?
   b. Where the offender went and touched?
   c. What did the offender want?
 2. Was the offender familiar with the area/building?
 3. Were there any weapons used or a threat of a weapon used?
	1. Direction of escape?
	 2. Method of escape? (Car/Bike/On Foot)?
	 3. If a car was used?
	   a. Make and Model of Car?
	   b. Registration Number?
	   c. Colour of Car?
	   d. Were there any occupants in the car?

Appendix E – PEEP Register & Template

Occupant with a disability and location:	Summary of Personal Emergency Evacuation Plan:	Responsible Warden/Buddy:

Appendix E – PEEP Register & Template (Cont.)

Personal Emergency Evacuation Plan Template

First Name:	Last Name:
Business Address: Ph:	Building: Floor/Department: Room No:
Issue Date:	**Review Date:**

Have you practised the Emergency Evacuation Procedures? ☐ **YES** ☐ **NO**			
What is your preferred method of receiving updates to the Emergency Management Plan and/Emergency Procedures (e.g., email, SMS, verbal etc.)			
Preferred method for Notification of an Emergency Evacuation (e.g., visual alarm, SMS, verbal etc.)			

Type of assistance that may be required:			
Type:	☒	**Specific information:**	☒	**I may need this help/equipment to evacuate:**
Visual:				
Hearing:				
Mobility:				
Other:				

Other Information:
Personal Evacuation Procedures and alternative safe refuge:

A copy of this PEEP should be given by the PEEP owner to a member of the ECO - the Chief Warden or the HR Manager:	
Signed: PEEP owner:	**Date:**
Name and Signature: - ECO member:	**Date:**

Appendix F – Trial Evacuation Observers Checklist

(For emergency response exercises)

Date:

Address:

Floor/Area/Whole Building (specify):

EVACUATION SEQUENCE:	TIME (e.g., 10.35am):
Alarm/s sounded (or) Wardens notified to instigate evacuation	
Wardens respond	
Wardens check floor or area	
Evacuation commenced	
Warden report floor or area clear	
Occupants/visitors with disabilities accounted for	
Arrive at Assembly Area, refuge	
Wardens check personnel present (where appropriate)	
Evacuation completed	
Exercise terminated	
Total time taken to evacuate:	(mins)

Comments:

Observer:

Signed:

Appendix G – Annual Training Compliance Record

(For recording emergency response training & exercises)

Date:	Type of Training & Trainer:	Sign Off (CW):

Note: Annual compliance training as a minimum consists of:

- Chief warden training
- Warden training sessions (2 x 6 monthly sessions)
- Building evacuation
- Fire awareness & extinguisher use
- General staff training

Appendix H – Verification of System Elements (AS1851)

Six-monthly inspection, Test and Records Schedule Critical Emergency Evacuation System Elements

Item No:	Item:	Action required and pass/fail requirement:	Records:		
			Date:	P/F	Comments:
1.1	Emergency Control Organisation (ECO)	INSPECT the ECO list and check for compliance with the emergency plan.			
1.2	Emergency evacuation equipment	INSPECT the emergency evacuation equipment and check for compliance with the emergency plan.			
1.3	Training	INSPECT the training records and check for compliance with the emergency plan.			
1.4	Emergency control organisation (ECO)	TEST the ECO for relevance to the facility by initiating an alarm and checking the response for compliance with emergency procedures.			
1.5	Evacuation diagrams	INSPECT the evacuation diagrams for relevancy and check compliance with the emergency plan.			
1.6	Assembly areas	INSPECT the nominated assembly area(s) and test for relevance to the facility and compliance with the emergency plan.			
1.7	Emergency response procedures	INSPECT the emergency procedures testing for relevancy to the facility or to a nominated incident covered by the emergency procedures by conducting an evacuation exercise.			

Yearly inspection, Test and Records Schedule Critical Emergency Evacuation System Elements

Item No:	Item:	Action required and pass/fail requirement:	Records:		
			Date:	P/F	Comments:
2.1	Emergency plan	INSPECT the emergency plan and check for relevancy to the facility.			
2.2	Evacuation exercise	INSPECT the emergency exercise records and check for compliance with the emergency plan.			

Appendix I – EPM Revisions & Updates Register

(Emergency Response Procedures Manual)

Effected By	Date	Details
FERST	09/06/2023	VERSION 1.0

Appendix J – EPM Distribution List

(Emergency Response Procedures Manual)

Issued to	Date	Comments	Signature

Appendix K – Evacuation Diagram Base Floor Plans

Overview

In accordance with AS3745 – 2010 Section 3.5, evacuation diagrams shall be installed in all facilities to provide emergency and evacuation information. Evacuation diagrams form part of the emergency plan.

Evacuation diagrams shall be installed in locations where occupants and visitors are able to view the diagrams. The location within the facility and the number of evacuation diagrams shall be determined by the EPC.

Evacuation diagrams along with the emergency plan and assembly area shall be inspected for relevance and checked for compliance every 6 months. AS1851-2012 Section 14.4.

(Refer to Appendix H – Verification of System Elements (AS1851))

Evacuation Diagram